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## Denali Training Fund Quarterly Progress Report

Funds for this project are provided by the USDOL and the Denali Commission and managed, in partnership, by the Alaska Department of Labor and Workforce Development.

Name of Organization: First Alaskans Institute	
Name of Project: Summer Internship	
Reporting Period: 1/1/2008 – 3/31/2008	
Contact Person: Memry Dahl	
Contact Number: 677-1700	Email Address: memry@firstalaskans.org
Expenditures to date:	
Certification: I certify that the information in this report is current, correct and true and in accordance with the terms and conditions of the agreement.	
Signed by: <u>Ma. Dahl</u> Dated <u>4.11.08</u>	

1. In a few sentences, please describe the scope of your project:

**First Alaskans Institute's project provides 28 Alaska Native or rural Alaskan junior, senior, or graduate college students with a 10-week summer internship opportunity within a partner employer in the students field of study and interest. A central component of the internship is the leadership training seminars which the interns participate in during the internship. Additionally, the Institute tracks the long-term career/work placements for all interns.**

2. Project Activities for this Reporting Period:

Describe the grant activities that happened during this report period. Include planning, advertisement and/or training performance that occurred this quarter? List any accomplishments achieved. (Attach advertisements if applicable)

This quarterly report covers how First Alaskans Institute is continuing in its efforts to assist Alaska Natives and other rural residents in acquiring the skills and training necessary to participate fully in private sector business and economic development opportunities. This is accomplished through internships, public service programs and other leadership development initiatives.

This quarterly report includes these components: 2008 Intern and Employer recruitment, selection of interns, internship and Leadership Friday Sessions planning, and recommended program changes for 2008.

#### Planning for Leadership Friday sessions content

Using the weekly evaluations from the 2007 program, the 10-week schedule for 2008 is being developed. In 2007 the Leadership Friday sessions were restructured to accommodate a larger number of intern placements outside of Anchorage. The overall number of training sessions remains the same and includes: academic, social, networking, professional, and personal development training. Topics planned for 2008 include:

- etiquette and presentation of self in terms of dress, resume', and interviewing;
- historical events that have affected the State of Alaska, Alaska Natives, rural Alaskans, and Native Americans;
- qualities of leadership;
- review of the research and statistics of Alaskans;
- Myer's-Briggs personality type indicators;
- international economic development and prosperity;
- barriers to employability;
- Native spirituality and leadership

Once the schedule has been completed, a copy will be forwarded to the Commission and the employer partners. First Alaskans Institute makes available some of the leadership training opportunities to partner organization employees or interns.

All leadership training will be held at the BP Energy Center and housing has been secured for interns at the Residence Inn located near the center.

#### Recommended Program Changes for 2008

Recommendations for improvements suggested by our previous interns were reported in the previous quarterly report. Below is an update on some of the activities and efforts on by First Alaskans Institute to address those recommendations.

- Modify the Orientation to include a networking opportunity with intern alumni.
  - In 2008 an all alumni social networking opportunity is planned for Thursday, June 12<sup>th</sup>.
- Implement an online 'intern only' access for increased communication and interaction by current and past interns;
  - The website has been modified to allow for this type of access and the Institute is piloting this system with the placement selection process for the 2008 interns.
- Increase connection with Denali Commission program partners and projects for rural and urban intern placements;
  - A joint letter was sent to the Denali Commission program partners as a recruitment effort signed by the Commission's Training Manager and the Institute. This effort will be ongoing.
- Expanded program to include policy opportunities in Washington D.C. and Juneau internships;
  - First Alaskans Institute Juneau Public Policy Internship begins January 14, 2008 – April 18, 2008 which placed 2 interns in Juneau – Carmaleeda Estrada (previous First Alaskans summer intern) and Jack Omelak

- First Alaskans Institute has entered into an agreement with the Udall Foundation to support Alaska Native participants in the Washington DC, legislative internship in summer 2008. Andrea Sanders (2006 First Alaskans summer intern) was selected to participate.
- Expanded leadership training program to year-round, with Leadership Development sessions for those already in leadership positions and who are not necessarily college students (could include tribal leaders, others employed in emerging management/leadership positions, etc.)
  - Leadership + monthly sessions began January 18, 2008. (attached flyer)

#### Recruitment Activities for 2008

Intern recruitment began in December 2007 via the website and e-mail announcements. The recruitment notice was e-mailed to over 500 recipients, which included the First Alaskans Institute Nativeleadership.net listserv that provides scholarship, fellowship, and internship announcements to Alaska Native students and emerging leaders, and also includes the ANCSA Education Consortium and other higher education funders and other partners across the state.

In addition, site visits were made to UAA Native Student Services, Alaska Native Science and Engineering Program (ANSEP) and to UAF College of Rural and Community Development (CRCD) to discuss the program and application and selection processes.

Twenty six (26) students have been successfully selected. This represents 2 less interns than previously planned. This is due in part to fewer overall applicants, incomplete applications and applicants who did not meet the program requirements. Once we have confirmed the interns a list of those interns will be forwarded to the Commission. It is possible there will be room for one additional intern and those who were not placed are on a wait list in the event there are changes in intern plans for those who have been assigned a placement.

The recruitment notices were posted on the First Alaskans website, announced via e-mail to past partner companies, potential and interested employers, and a variety of organizations, colleges, and individuals that are in regular communication with students. Copies of the program announcement are attached which includes recruitment and selection timelines for the 2008 program year for interns and employers and the application process. For 2008, there are 36 employers and over 60 job descriptions for interns to select from for internship placements.

Flyers for the program were also posted throughout the UAA and APU campuses as well as mailed to out of state campuses where there are Native American/Alaska Native programs.

#### Web Based Tracking Database Update

Staff completed the update of intern information which was presented to the Denali Commission Training Advisory Group. To date 96 interns have participated in the summer intern program. The completion rate is 99% with 61% of the interns attending (ed) college in state, 36% have graduated from college, 64% are still attending college, 57% are in the workforce in Alaska and 67% are currently involved in a community service activity. This annual tracking is meant to provide long-term measureable results from this program. This info will come through extensive interviews and contact with each of the almost 100 participants to date.

First Alaskans' website has been revamped and now has an area designated for employment, internship, fellowship, and scholarship to be posted by other organizations as a resource for past and present interns.

A review of the technical challenges of the web cast delivery for those in rural Alaska was completed, and recommendations to improve these included the change to more face to face sessions at the front and back ends of the 10 weeks. While the web cast method served our purposes, the quality wasn't sufficient to continue under the same contract. Inquiries will be made during the first quarter with rural-based organizations on their technology capacities to insure the web cast sessions during the middle of the summer program are of the highest quality.

### 3. Scheduled Project Activities/Important Dates for next quarter:

Describe your planned activities and training for next few months. Please include important dates like graduation, site visits, travel, job fairs, etc.

The next quarter's report will include:

- Additional recruitment activities for partner companies and interns, including site visits if necessary;
- Finalize the content for Leadership sessions and speakers using last year's evaluations;
- Technology options and fine tuning for the distance delivery sessions;
- Logistics for the two weeklong sessions in Anchorage will be explored for pricing and securing meeting and room and board space;
- Employer meeting will be held to provide an orientation about program requirements and participation.

### 4. a. How many are in your training program during this reporting period?

0

### b. How many people have been trained and/or certified to date from this grant?

28 – completed in 2007

(Please complete form below.)

5. Please list complete the list by putting the community to which each individual trained is from, the type of training and certification, the graduation date and who will employ them upon completion of training.

Community where trainee lives	Type of Training/ Service	Type of Certification to be earned/earned	Dates of training	Graduation Date	Employment commitment after training is complete
* No new names as yet for 2008					

Please copy and use another sheet if you need more spaces.

6. Please identify any problems or changes in your training project that will affect the budget, scope or timeline of the project. Is your training on schedule? What are the reasons for any difficulties or delays? Are you over budget/under budget? Have you had to change the initial scope?

Please provide an explanation to this change and your resolution to the variance.

None at this time

7. How are you or will you be evaluating the individuals being trained to ensure competency, skill level and understanding? (Testing, assessment, etc)

Individual employers require competencies for their employees. Interns are pre-screened and interviewed prior to participating in the internship program. Interns are also interviewed both midway and at the completion of the 10-weeks, as well as yearly after participation in the program.

8. Please identify areas that we can assist you in the future.

Assist in identifying partner employers and communities for intern placements. Assist with recruitment and program evaluation as appropriate. Participate in Leadership Friday discussions.